

NC E-Procurement **Address Maintenance** Request Form

(For NC Buyers Only)

This form is to be used ONLY to **add, edit or delete** a **Bill To** or a **Ship To** address.

Identify Request Type:

___ Bill To Address ___ Ship To Address

Note: NCAS **Bill To** Addresses MUST be added to NCAS before they may be added to NC E-Procurement.



Identify Maintenance Type:

___ Add ___ Edit ___ Delete

Entity #: _____ User Group Code: _____

Entity Name: _____ Enter **Updated** Address Information **HERE:**

Address Name: _____ Address Name: _____
(address name will appear as 1st line of the ship to address) (address name will appear as 1st line of the ship to address)

Street Line 1: _____ Street Line 1: _____
(each line may only contain 50 characters) (each line may only contain 50 characters)

Street Line 2: _____ Street Line 2: _____

Street Line 3: _____ Street Line 3: _____

City: _____ City: _____

Zip: _____ - _____ Zip: _____ - _____

Phone Number: _____ Phone Number: _____
(general phone number for this address) (general phone number for this address)

Fax Number: _____ Fax Number: _____
(general fax number for this ship to address) (general fax number for this ship to address)

Is this a new Central Receiving Address? (NCAS Only)

___ Yes ___ No

What should be the name of the Group associated with the Central Receiving Ship To address?

NCID User ID(s) of user(s) to be assigned to the new Group (at least one user must be specified):

Security Administrator Use Only

Comments: _____
Security Administrator Name: _____ Phone Number: _____
Signature: _____

Help Desk Use Only

Comments/Actions: _____
CSR Name: _____ Signature: _____
Date Processed: _____ Ticket #: _____

Please fax this form to the NC E-Procurement Help Desk at 919-424-1975 or email ephelpdesk@its.nc.gov

Questions About this Form? Please contact the NC E-Procurement @ Your Service Help Desk at 1-888-211-7440 option 1 or via email to ephelpdesk@its.nc.gov